



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 1/18/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JAN 21 1974	Date Completed JAN 28 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming Office of Public Transportation and Research Decatur, Georgia		4. Person to Contact Bill Fish	5. Working Title Chief Public Transp.
		6. Tel. No. 656-6000	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1972 - To Date

9. Exact Series Title
Airport Master Planning File

10. What is the function of the office in which this record series is created

The Division of Planning and Programming is responsible for the development of long and short range transportation plans, project scheduling, research and development programs, drafting and revising maps of cities, counties, and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

See Attachment #2

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Ca. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Ca. Ft. of Records			
Letter-size File Drawers					1	2	
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				7			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	20	--	--	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- See Attachment #1
13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [XX]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [XX] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [XX]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [XX]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [XX]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [XX]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [XX]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [XX]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept 25 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [XX] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] Other

then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

See Attachment #2

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 1/18/74

25. Recommendations		<input type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	Date
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	Date 1-23-74
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	Date 1-23-74

Attachment #1

Airport Master Planning File
Explanation of Yes Answers to Questions 14-23

15. The technical and engineering data are summarized in the project report(s).
22. FAA Advisory Circular 150/5100-10 states that project files must be retained three years after the date of final grant payment and after the final audit.
23. The files will be needed for administrative and planning purposes.

Airport Master Planning File

<u>Description</u>	<u>Disposition</u>
<u>Airport Master Planning File</u> - documents relating to the development of individual airport plans. Included are technical reports (maps, proposals, specifications, etc.) and related engineering data and papers. File is arranged alphabetically by city.	Cut off file upon completion of project; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 2 years; retire to Archives.
<u>Airport Master Planning Correspondence File</u> - documents relating to the development of individual airport plans. Included are correspondence, contracts with consultants, news releases and maps. File is arranged alphabetically by city.	Cut off file upon completion of project; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 2 years; transfer to Record Center; hold 23 years; then destroy.